

MIS #103  
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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Management Improvement Staff      DATE: 15 February 1954  
Office of the Comptroller

FROM : Chief, Budget Division

SUBJECT: Request for T/O Change - Office of Scientific Intelligence

1. The subject proposal provides for a change in the organizational structure of the Administration Branch, General Services Staff of the subject office due to the pending move of OSI to Barton Hall in March, 1954.

2. In augmenting the proposal OSI recommends the elimination of the position of Chief, General Services Staff (GS-14) and the establishment of four positions (1 GS-12, Security Officer; 1 GS-5 Clerk (typing) and 2 GS-5, Receptionists) due to necessity of OSI having to provide its own security and receptionist personnel for certain areas within OSI, which heretofore have been supplied directly by the Office of Current Intelligence. In addition to these position changes the proposal provides for the upgrading of the following three positions:

1 GS-12 to GS-13  
1 GS-11 to GS-12  
1 GS-9 to GS-11.

3. The following table reflects the contemplated realignment of the number of positions within the General Services Staff:

	<u>Current</u>	<u>Proposal</u>
	<u>T/O</u>	
Office of the Chief		
Requirements Branch		
Information Branch		
Administration Branch		
Total		

25X9

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4. Comparison of current and proposed positions:

Current T/O			Proposal		
<u>No.</u>	<u>Grade</u>	<u>Base Salary</u>	<u>No.</u>	<u>Grade</u>	<u>Base Salary</u>
Average Salary \$4,517		Average Salary \$4,498			

5. It is also noted that in order to accommodate the addition of the four positions the DD/I has informally scheduled an increase of three in the present personnel ceiling of OSI through a redistribution within the DD/I Area. The fourth ceiling slot would be obtained through a distribution within OSI.

6. If this proposal is approved and all positions are filled, on a full year basis an additional amount of \$8,415 would be required. It is believed that this additional amount can be absorbed within the present budget allowances of OSI for fiscal years 1954 and 1955.



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